

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas grocery store. In addition to license requirements by the Kansas Department of Agriculture, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful grocery store in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDC)*	The KSBDC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.	Prior to starting
	Center for Engagement and Community Development*	Kansas Rural Grocery Store Initiative partners with organizations to create new models for rural business development and sustainability among grocery stores in rural communities. Contact 785-532-6868 for more information.	Prior to starting
	Kansas Business Center*	The Kansas Business Center is a resource for information, filings, and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.	Prior to starting
	Office of the Secretary of State	Complete the appropriate filings and forms for a business entity required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue, Division of Taxation	<ul style="list-style-type: none"> Visit the Department of Revenue website (www.ksrevenue.org) to find important business tax (sales tax, withholding tax, etc.) information and to review pertinent information about cigarette/tobacco products. A Retail Dealer Cigarette/E-Cigarette license is required for any business selling cigarettes and/or e-cigarettes over-the-counter. The license fee is \$25 for each location and is renewed every two calendar years. Complete form CG-109, Application for Cigarette License, or CR-16, Kansas Business Tax Application, if applying for multiple tax types. Tobacco retailers are not licensed at this time. Tobacco Distributor licenses are \$25 per calendar year. Both cigarette and tobacco retailers must register to collect Kansas Retailer's Sales Tax. <p>Contact Miscellaneous Tax at 785-368-8222 (option 5, then option 4), or email Miscellaneous.Tax@kdor.ks.gov</p>	<p>Prior to starting</p> <p>—</p> <p>Biannual renewal on even years</p> <p>—</p> <p>Yearly</p> <p>—</p>
	Department of Agriculture, Food Safety & Lodging	Complete the Food Establishment License . For more information, consult Food Safety & Lodging at 785-564-6767 or FSL@kda.ks.gov .	Prior to starting, Before April 1
	USDA Food and Nutrition Service	Apply online to accept Supplemental Nutrition Assistance Program (SNAP) benefits at your store, or call 877-823-4369.	Reauthorization every 5 years
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a grocery store with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Grocery stores with fuel stations must hire a licensed retail fuel service company to complete new installations, repairs and adjustments. Visit the Weights & Measures website for more information, or call 785-564-6683.	Annual service
	Department of Agriculture, Pesticides and Fertilizers	Any retail business (including grocery stores, convenience stores and hardware stores) that retails pesticide products <u>other than</u> those ready-to-use general use pesticide products which: <ul style="list-style-type: none"> (a) are to be applied undiluted, in accordance with use instructions shown on the pesticide's label; and (b) are to be applied by homeowners or occupants to control pests in and around the family dwelling and associated structures; must complete the Pesticide Dealer Registration and Application . For more information, review the Pesticide and Fertilizer webpage or call 785-564-6688.	Prior to July 1

Grocery Store Licensing Guide

✓	Department	Description	Renewal
	Kansas Department of Revenue, Alcoholic Beverage Control (ABC)	Kansas law restricts the sale of alcohol in grocery stores to Cereal Malt Beverages (CMB) that are 3.2% alcohol by weight or less. CMB licenses are issued by the local governing authority, the city or the county, not by the ABC. The city or county also collects the \$25 State CMB Stamp fee and affixes it to your license. Information and application forms can be found on the ABC website , or you may contact ABC at 785-296-7015.	Prior to opening
	U.S. Department of the Treasury, Alcohol and Tobacco Tax and Trade Bureau (TTB)	Retail beverage alcohol dealers are required under federal law to complete the Alcohol Dealer Registration . Consult the TTB website for more information, or to apply online .	Prior to opening
	Kansas State Board of Pharmacy	Certain applications and forms are necessary to complete for sales on non prescription and prescription drugs. Review the full list of applications and forms , or contact 785-296-4056.	Varies
	Kansas Lottery	If selling lottery tickets, complete the KS Lottery Application . For more view the Kansas Lottery webpage or call 1-800-322-5688.	Prior to selling tickets
	Kansas Department of Health and Environment, Bureau of Air	Gasoline dispensing facilities are subject to a federal air regulation. Contact the Kansas Department of Health and Environment, Bureau of Air, at 785-296-1542.	Life of facility
	Department of Health and Environment, Bureau of Environmental Remediation, Storage Tank Section	There are multiple steps required for aboveground and underground storage tanks for grocery stores selling gasoline. Review the overview for aboveground and underground storage units. The Kansas Small Business Environmental Assistance Program (SBEAP) has AST program highlights and registration requirements in addition to assistance with UST inventory control . For permitting, call 785-296-1678.	August 1
	Kansas State Fire Marshall	Review the forms for above ground storage tanks and complete the appropriate forms. For more information, contact 785-296-8606.	Prior to starting

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This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.

** Indicates that the information listed is merely a useful resource and not a requirement for operating the business*

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